

Payment Documentation

1. All payment requests must be submitted by the Grantee using a completed Payment Request Form, Exhibit J. An approved Payment Request Form constitutes as a valid invoice for payment and must be accompanied by completed forms, as applicable, listed below:

Project Costs Summary Form, Exhibit K
Labor Costs Summary Form, Exhibit L (Grant staff and/or personnel),
Equipment Costs Summary Form, Exhibit M,
Services and Materials Costs Summary Form, Exhibit N,
Report of Alternative Funding Expenditures Form, Exhibit O, and,
Project Certification Form, Exhibit S (prior to final payment).

The Project Costs Summary Form, Exhibit K is completed by bringing forward the total expenditures from the Labor Costs Summary Form, Exhibit L, the Equipment Costs Summary Form, Exhibit M, and the Services and Materials Costs Summary Form, Exhibit N. The Labor Costs Summary Form, Equipment Costs Summary Form, and Services and Materials Costs Summary Form are completed by itemizing all charges, documenting check numbers, amounts, dates, recipients, purpose of expenditures, and clearly identifying charges to Work Plan tasks and elements. RMC will consider the use of organizational records in lieu of the detailed listing on the exhibit, providing all the information required on the exhibits is contained in the organizational record. If organizational records are submitted, Grantee shall summarize information on the appropriate exhibit.

The Labor Costs Summary Form, Exhibit L, is submitted with the Payment Request Form, Exhibit J and is completed by listing the Grantee's staff and or personnel, the dates and hours for the pay period, the pay rate, the check or warrant number, and the total dollars paid for the period of the reimbursement request. RMC will consider the use of organizational records in lieu of the detailed listing on the exhibit, providing all the information required on the exhibits is contained in the organizational record. If organizational records are submitted, Grantee shall summarize information on the appropriate exhibit.

The Equipment Costs Summary Form, Exhibit M, is submitted with the Payment Request Form, Exhibit J and is completed by listing the type of equipment that was used, the dates the equipment performed the work, the check or warrant number that paid for the use of the equipment, and the amount of the payment for the period of the reimbursement request. RMC will consider the use of organizational records in lieu of the detailed listing on the exhibit, providing all the information required on the exhibits is contained in the organizational record. If organizational records are submitted, Grantee shall summarize information on the appropriate exhibit.

The Services and Materials Costs Summary Form, Exhibit N, is submitted with the Payment Request Form, Exhibit J and is completed by listing the materials or services that were performed or delivered to accomplish specific tasks. The detailed listing on the form includes, the deliverable, the task, the date, the recipient of the funds, the check or warrant number used for payment of the recipient, and the amount of the payment for the period of the reimbursement

request. RMC will consider the use of organizational records in lieu of the detailed listing on the exhibit, providing all the information required on the exhibits is contained in the organizational record. If organizational records are submitted, Grantee shall summarize information on the appropriate exhibit.

A Report of Alternate Funding Source Expenditures, Exhibit O is submitted to the State with each Payment Request and details costs charged to other funding sources, i.e., Grantee's own funds, State or Federal funds, other grants. RMC will consider the use of organizational records in lieu of the detailed listing on the exhibit, providing all the information required on the exhibits is contained in the organizational record. If organizational records are submitted, Grantee shall summarize information on the appropriate exhibit.

Any payment request that is submitted without the required itemization will not be authorized. If the required itemization or documentation is incomplete, inadequate, or inaccurate, the State will inform the Grantee and hold the payment request until all corrected and/or required information is received. Any penalties imposed on the Grantee by a contractor because of delays in payment will be paid by the Grantee and are not reimbursable under this Agreement.

2. Grantee shall submit all documentation for Project completion and final reimbursement within 90 days of Project completion, but no later than the end of the Project Performance period as shown on page one (1) of this Agreement.
3. Payments shall be on the basis of costs incurred, less 10% to be withheld from all invoiced amounts.
4. Advance payment for the project is not allowed. The State, at its sole discretion, may honor advance payment requests, if warranted by a documented compelling need. A Payment Request Form, Exhibit J including all cost estimates for services, equipment and supplies to support the advanced amount requested, should accompany this document.
5. If Grant Amount is advanced, the Grantee shall place these funds in a separate interest bearing account, setting up and identifying such account prior to the advance. Interest earned on Grant Amount shall be used solely on the Project, as approved by the State. Unless spent on approved costs, the Grant Amount shall be reduced by the amount of the interest earned.